

**Subject: Emergency Shift Change Request**

Dear

I am writing to request an emergency change to my assigned shift due to unforeseen circumstances. I was originally scheduled to work on

Due to

I kindly request your approval to switch my shift from

I apologize for the short notice and any inconvenience this may cause. I am willing to assist in finding coverage or to make alternative arrangements as needed. Please let me know if any additional information is required.

Thank you for your understanding.

Sincerely,